

ENERGY STAR® Partnership

Commercial and Industrial Service and Product Providers

Partnership Requirements

Eligible Organizations

Companies providing energy efficiency services and products to commercial buildings and industrial manufacturing facilities/plants are eligible for the Service and Product Provider (SPP) partnership, but must meet certain requirements as specified below.

Types of companies eligible include: architecture, distributor, energy consultant/energy management services, energy improvement contractor, energy information services, energy services company (ESCO), engineering, equipment manufacturer, financial services, on-site energy production services, unregulated energy retailer and marketer, or other supplier of *standard energy-efficient products and/or services* for commercial buildings and/or industrial manufacturing facilities/plants. Applying organizations must have an established office and serve customers in the U.S. or U.S. Territories.

Organizations that work only in the residential market are not eligible for the commercial and industrial SPP partnership, but can look to ENERGY STAR for Homes (www.energystar.gov/homes) for potential partnership opportunities.

SPP Partnership Application Requirements

Eligible organizations must meet certain requirements *before* applying to become an ENERGY STAR SPP partner. Organizations applying must demonstrate that they have actively used the ENERGY STAR approach to help clients achieve their energy management goals in the following ways:

For SPPs serving the **Existing Commercial Buildings** market:

- Benchmark at least 10 client commercial buildings in the last 12 months using Portfolio Manager, and/or
- Earn the ENERGY STAR label for at least one client commercial building in the last 12 months, using Portfolio Manager and meeting other program requirements.

For SPPs serving the **Commercial New Construction** market (Architecture Firms):

- Submit commercial building design projects that achieve Designed to Earn the ENERGY STAR. Eligible design projects are determined by using Target Finder and require approval from EPA. The partnership agreement will be activated once these criteria are met.

For SPPs serving the **Industrial** market:

- Work with an [ENERGY STAR Industrial partner](#) on at least one energy efficiency project in the last 2 years and submit a Teaming Profile to EPA outlining the project scope and resulting savings for that project.

Evidence of activity is required as part of partnership application and will be verified by EPA. Information and guidance on [Portfolio Manager](#), [Earning the ENERGY STAR](#), [Target Finder](#), [Designed to Earn the ENERGY STAR](#), and [Teaming Profiles](#) is available on the ENERGY STAR Web site.

Maintaining Active SPP Partnership Status

Once your organization has been admitted into the SPP program, it is expected that you will maintain a minimum level of activity to be recognized on the ENERGY STAR Web site.

Existing Commercial Buildings SPP Partners

In order to remain listed on the “*Most Active Service and Product Providers*” page on the ENERGY STAR Web site, all organizations admitted as an Existing Commercial Buildings SPP partner must maintain at least 10 buildings benchmarked in Portfolio Manager in the most recent 12 month period or serve as the

primary SPP in helping at least one customer commercial building to earn the ENERGY STAR in the most recent 12 month period. Partners not maintaining this minimum level of ENERGY STAR activity will be removed from the list of Most Active Service and Product Providers, and will re-appear when requirements are met.

Commercial New Construction SPP Partners (Architecture Firms)

Design project profiles will be displayed on the ENERGY STAR Web page entitled, “*Energy Efficient Design Projects*” for up to 24 months after the Certificate of Occupancy is awarded. Design projects that are built and later earn the ENERGY STAR for superior energy performance will also be featured on the registry of ENERGY STAR Labeled Buildings and Plants.

Industrial SPP Partners

Teaming Profiles submitted by organizations admitted as industrial SPP partners will be displayed on the ENERGY STAR for Industry Web site. In order for industrial SPP partners to remain listed, Teaming Profiles outlining the project scope and resulting savings for new projects completed for ENERGY STAR Industrial partners must be submitted to EPA every 2 years.

Roles and Responsibilities of Service and Product Providers

As an SPP in the commercial and industrial markets, the ENERGY STAR SPP PARTNER (PARTNER) will work with ENERGY STAR to improve the energy performance of customer commercial building portfolios, and will assist industrial manufacturing customers in adopting a continuous improvement strategy for corporate-wide energy management. In delivering its services and/or products, when appropriate, the PARTNER will use ENERGY STAR tools, messages, and Guidelines for Energy Management to help customers measure their energy performance, quantify the financial value of improvements across the organization, set targets, take action, and promote their accomplishments.

PARTNERS can use ENERGY STAR to help assess and improve customer energy performance in the following ways:

- Leverage the *Users Guide to Marketing Services and Products with ENERGY STAR* to help build more profitable business relationships with energy users. This guide provides a framework for SPPs to use ENERGY STAR tools and marketing resources to enhance credibility and visibility, create market demand for energy services and products, and satisfy market demand by linking the ENERGY STAR network of SPPs with energy users.
- Use the ENERGY STAR *Guidelines for Energy Management* to help customers think strategically about energy performance issues, and to prioritize and execute upgrades that improve the energy performance of their existing facilities and deliver financial value across the organization. Also, incorporate the ENERGY STAR *Building Design Guidance* into the building design process.
- Demonstrate to building owners and corporate decision makers the financial value of energy performance improvements using the *Financial Value Calculator*, *Building Upgrade Value Calculator*, *Cash Flow Opportunity Calculator*, and value messages provided by ENERGY STAR.
- Assist customers with existing commercial buildings to measure, manage, and improve the energy performance of their facilities using EPA’s free, online *Portfolio Manager* tool. Portfolio Manager houses EPA’s Energy Performance Rating System, which uses a 1-100 scale for evaluating the energy performance of select commercial building types, and also provides Energy Use Intensity indices for additional commercial building types that are not eligible for a rating.
- Assist customers with setting energy use targets based on actual consumption data and determine if design projects achieve the desired energy goal by measuring estimated energy use with EPA’s online tool, *Target Finder*. Similar to evaluating existing buildings in Portfolio Manager, Target Finder provides a 1-100 scale to set an energy target and rate estimated energy consumption. EPA provides consistent metrics from building design to operations to help customers understand if the energy performance goal specified in the design was achieved.

- Use ENERGY STAR to promote and recognize customer buildings, design projects and facilities to further elevate awareness of energy efficiency. Help customers to *Earn the ENERGY STAR* for superior energy performance of existing buildings and manufacturing facilities, or *Designed to Earn the ENERGY STAR* for energy efficient commercial design projects.
- Encourage customers with building portfolios to gain recognition as *ENERGY STAR Leaders* for organization-wide energy performance improvements of 10, 20, and 30 percent, regardless of starting point, or an average Energy Performance Rating of 75 or better portfolio-wide.
- Participate in ENERGY STAR *communications and recognition activities* to showcase organizations demonstrating excellence in providing energy-efficient solutions to businesses and to create new value for customers by highlighting their accomplishments.
- Distinguish high quality projects, products, and services by developing *case studies and success stories* to publicize achievements and help increase energy efficiency practices and knowledge in the market.

Additional Partnership Terms

The following are the terms of the ENERGY STAR Partnership Agreement as it pertains to SPPs. The PARTNER believes ENERGY STAR will enhance its financial health, increase its value to customers, and aid in preserving the natural environment for future generations.

The PARTNER commits to promote and use ENERGY STAR in a manner consistent with the national ENERGY STAR efforts and specifically agrees to follow all applicable terms and conditions governing the use of the ENERGY STAR logos, which are registered trade and service marks.

The PARTNER also commits to communicate to ENERGY STAR their efforts to help customers develop continuous improvement strategies for energy management; improve the energy performance of customer building portfolios; promote overall awareness of ENERGY STAR; and, increase availability of ENERGY STAR qualified products, buildings, and facilities/plants.

ENERGY STAR provides visibility to PARTNERS by maintaining a searchable, online list of all program partners and an online list of Most Active Service and Product Providers, Energy Efficient Design Projects, and Industrial Service and Product Providers. The PARTNER will be required to initially achieve and continuously maintain minimum activity levels for their partnership category as stated under section "Maintaining Active SPP Partnership Status" in order to remain displayed on these public lists. PARTNERS who fall below the minimum activity level will be removed from their respective listing, and must achieve minimum activity in order to re-appear. These PARTNERS will be notified and receive guidance on becoming more active with ENERGY STAR.

ENERGY STAR provides recognition opportunities for PARTNERS by promoting PARTNER achievements on the ENERGY STAR Web site and in other communications media. For the purposes of such recognition opportunities, ENERGY STAR (EPA) retains the right to review aggregate statistics related to PARTNER program activity.

If you have read and accept the terms of the Partnership Requirements and meet the SPP Partnership Application Requirements indicated, please proceed to the Partnership Agreement, Commitment Form, and Application Data Form. Please contact spp@energystar.gov with additional questions.



**Partnership Agreement between
ENERGY STAR®
And**

an ENERGY STAR® Partner

Through this agreement, _____, ("ENERGY STAR Partner") joins in partnership with the US Environmental Protection Agency (EPA) and the Department of Energy (DOE) in one or more areas. ENERGY STAR Partner recognizes ENERGY STAR as a broad partnership designed to promote buildings, products, homes, and industrial facilities that use less energy while providing the same or better performance than conventional designs. ENERGY STAR Partner wishes to use the ENERGY STAR name and/or mark in association with qualified products or homes. ENERGY STAR Partner agrees to use the partnership and the ENERGY STAR mark to promote energy efficiency as an easy and desirable option for organizations and consumers to prevent pollution, protect the global environment, and save on energy bills. ENERGY STAR Partner agrees that it is important to build and maintain the meaning of the ENERGY STAR mark as a trustworthy symbol that makes it easy to make a change for the better.

Partner Commitments

ENERGY STAR Partner is committed to taking action in the area(s) indicated on the ENERGY STAR Commitment Form. For the designated program area(s), ENERGY STAR Partner agrees to fulfill all requirements as outlined in the following supporting documents:

- ENERGY STAR Program Requirements, defining requirements for being recognized as a partner in each program area, such as manufacturing, selling, or promoting ENERGY STAR qualified products to consumers or organizations. Specific requirements include identifying a responsible party for each area of participation and updating EPA/DOE on the efforts undertaken through the partnership. Where applicable, these include ENERGY STAR eligibility criteria defining the energy and other performance specifications that must be met for use of the ENERGY STAR mark on and/or in association with buildings, homes, and products; and
- ENERGY STAR Identity Guidelines, describing how the ENERGY STAR name and mark may be used. Partner will adhere to these guidelines and ensure that its authorized representatives, such as advertising agencies, dealers, and distributors, are also in compliance.

EPA/DOE will undertake a variety of efforts to build awareness of the ENERGY STAR name and mark, maintain the credibility of the ENERGY STAR name and mark, and promote the benefits of energy-efficient homes, buildings, products, services, and industrial facilities. EPA/DOE will strive to:

- increase awareness of the ENERGY STAR name and mark across the residential, commercial, and industrial sectors by distributing key messages on the benefits of ENERGY STAR qualified buildings, homes, and products;
- make current versions of the ENERGY STAR Identity Guidelines and ENERGY STAR Program Requirements easily accessible through the Internet and other means;
- maintain a Web site where ENERGY STAR Partner can furnish information on its program efforts and responsible key contacts as outlined in the ENERGY STAR Program Requirements; and
- provide ENERGY STAR Partner with public recognition through the Internet and other mechanisms for its efforts in the ENERGY STAR Partnership and its role in protecting the environment.

Disclaimers

Partner will not construe, claim, or imply that its participation in the ENERGY STAR program constitutes federal government approval, acceptance, or endorsement of anything other than Partner's commitment to the program. Partner understands its participation in the ENERGY STAR program does not constitute federal government endorsement of Partner or its buildings, homes, products, services, or industrial facilities. Partner understands that the activities it undertakes in connection with the ENERGY STAR program are voluntary and not intended to provide services to the federal government. As such, Partner will not submit a claim for compensation to any federal agency.

Dispute Resolution

Partner and EPA/DOE will assume good faith as a general principle for resolving conflicts under the ENERGY STAR program. Both parties will endeavor to resolve all matters informally, so as to preserve maximum public confidence in ENERGY STAR.

In the event informal channels do not produce a mutually agreeable resolution to a matter in dispute, either party to this agreement shall notify the other in writing as to the nature of the dispute, the specific corrective action sought, and their intent to terminate the Partnership Agreement, either as a whole or in part, unless specific corrective actions sought are undertaken:

- within 20 days of receiving formal notification from EPA/DOE indicating intent to terminate the Partnership Agreement, either as a whole or in part, Partner will reply, agreeing to either (1) undertake in a timely and effective manner the corrective actions sought by EPA/DOE, or (2) terminate the Partnership Agreement, either as a whole or in part;
- within 20 days of receiving formal notification from Partner indicating its intent to terminate the Partnership Agreement, either as a whole or in part, EPA/DOE will reply, either (1) agreeing to undertake in a timely and effective manner the corrective actions sought by Partner, or (2) explaining why such corrective actions cannot be undertaken;
- if Partner fails to respond within 20 days of receiving formal notification of EPA/DOE's intent to terminate the Partnership Agreement, either as a whole or in part, or if Partner responds but does not agree to undertake corrective actions sought by EPA/DOE, or if Partner agrees but does not initiate the corrective actions in a timely manner, then this agreement is terminated, either as a whole or in part.

Entry into Force and Duration of Agreement

Both parties concur that this agreement and the terms outlined in the supporting documents will become effective when signed by both parties. This agreement may be updated at any time to add new areas for which ENERGY STAR Partner wants to be recognized as a partner. Both parties concur that this agreement is wholly voluntary and may be terminated by *either party* at any time, and for any reason, with no penalty. Failure to comply with this Partnership Agreement, applicable Program Requirements, and Identity Guidelines can result in termination of this agreement and authorization to use the ENERGY STAR mark. EPA/DOE will actively pursue actions for resolving issues of noncompliance.

The undersigned hereby execute this Partnership Agreement on behalf of their party. The signatories of this agreement affirm that they have the authority to execute this agreement on behalf of ENERGY STAR Partner and EPA/DOE.

Partnership Agreement Signatory for ENERGY STAR:

| | | | | |
|---------------|---|--|---------|--|
| Signature(s): | | | Date(s) | |
| Name(s): | Kathleen Hogan | | | |
| Title(s): | Director, Climate Protection Partnerships Division, US EPA | | | |

Partnership Agreement Signatory for

☐ By checking this box I affirm that I have read and understand the terms of this Partnership Agreement and am authorized to bind this organization to the terms of this Partnership Agreement.

| | |
|------------------|--------------|
| Name: | Date: |
| Title: | |
| Address: | |
| City: | |
| State: | Zip: |
| Country: | |
| Phone: | |
| Fax: | |
| E-mail: | |
| Web site: | |



ENERGY STAR® Commitment Form:
Program Area(s) Where ENERGY STAR Partner
Commits to Fulfill Program Requirements

Partner Name:

Date:

Partner agrees to fulfill the Program Requirements of each program area checked below.

Promote ENERGY STAR as an Energy Efficiency Program Sponsor* in the:

- Consumer Product Market
- Residential New Construction Market
- Existing Commercial Buildings Market
- Commercial New Construction Market
- Industrial Market

** Such as states, utilities, or regional program coordinators*

Help Clients Improve Their Energy Performance

Commercial and Industrial Service and Product Providers supporting the:

- ☐ Existing Commercial Buildings Market
- ☐ Commercial New Construction Market
- ☐ Industrial Market

Offer Consumer Financing

- Financing for Energy-Efficient Products
- Mortgages for Energy-Efficient Homes

Label and Promote ENERGY STAR Qualified Homes

- Home Builders/Developers
- Home Energy Raters

**Please refer to the ENERGY STAR Partnership Agreement for Home Builders and Verification Organizations.*

Promote ENERGY STAR Qualified Products

- Advanced Lighting Home Builders
- Retailers/E-tailers
- Buying Groups

☐ ***Through our partnership with ENERGY STAR, we also commit to improve the energy performance of our own facilities.***

Label and Promote ENERGY STAR Qualified Products

- Appliances
- Clothes Washers
- Compact Refrigerators
- Dishwashers
- Refrigerators and/or Freezers
- Room Air Conditioners

Commercial Food Service Equipment

- Commercial Fryers
- Commercial Hot Food Holding Cabinets
- Commercial Solid Door Refrigerators/Freezers
- Commercial Steamers

Home Electronics

- Audio Equipment and DVD Products
- Set-top Boxes
- Telephony
- Televisions and VCRs

Heating, Ventilation, and AC Products

- Boilers
- Central ACs and Air-Source Heat Pumps
- Furnaces
- Geothermal Heat Pumps
- Light Commercial HVAC
- Programmable Thermostats
- Residential Ceiling Fans
- Residential Ventilating Fans

Home and Building Envelope Products

- Residential Insulation Products
- Roof Products
- Windows, Doors and Skylights
- Window Components

Lighting Products

- Exit Signs
- Residential Light Fixtures
- Screw-Based Compact Fluorescent Lamps (CFL)

Office Equipment

- Computers
- Copiers
- Fax Machines, Printers, and Mailing Machines
- Monitors
- Multifunction Devices (All-In-One Devices)
- Scanners

Other Products

- Residential Dehumidifiers
- Traffic Signals
- Transformers
- Water Coolers

Partner Name:

Date:

*Please provide contact information for each program area selected on page 1.
(Make extra copies of page 2 when joining multiple program areas.)*

ENERGY STAR Program Area: Commercial & Industrial Service and Product Providers

Responsible Agent of Company:

Primary Contact (if different):

Contact Name:

Title:

Company:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

E-mail:

Additional Contact (marketing, etc.):

Additional Contact (if appropriate):

Contact Name:

Title:

Company:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

E-mail:

Return the Commitment Form, along with the Partnership
Agreement and SPP Company Profile to:

spp@energystar.gov

or

ENERGY STAR
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031